

Brunswick School Board
Adoption: 04/11/18
Amended: 06/12/19

THE BRUNSWICK SCHOOL DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Brunswick School Department
46 Federal Street
Brunswick, Maine 04011

**TECHNOLOGY SYSTEMS ADMINISTRATORS, TECHNOLOGY NETWORK
ADMINISTRATORS, TECHNOLOGY DATABASE MANAGEMENT SPECIALISTS, AND
TECHNOLOGY SUPPORT SPECIALISTS**

Effective: July 1, 2019 – June 30, 2020

This plan is not a contract, and it may be modified by the School Committee at any time with or without prior notice.

I. Categories of employees:

- A. 52-week employees are those employees who are scheduled to work throughout the year. 52-week employees are salaried employees scheduled to work 40-hours per week. Salaried employees are not eligible for overtime but may be granted flexible hours as approved by the Director of Technology to accommodate work requirements that involve time outside a normal work day.
- B. Long-term substitutes are those employees who are hired during a school year to replace a 52-week employee who will be absent from work for an extended period of time. A long-term substitute cannot be carried beyond June 30th of the current school year. Substitutes are not eligible for benefits.
- C. Part-time employment is not available under this plan.

II. Salaries

- A. Salaries will be paid in twenty-six (26) equal installments in accordance with Appendix A.
- B. Placement on the salary scale shall be determined by the Superintendent based on his/her evaluation of the employee's prior experience. (For existing staff as of July 1, 2018, placement on the salary scale shall be completed as outlined in Appendix C.)
- C. Employees are required to use direct deposit and provide an email address

for delivery of their direct deposit advice slip.

III. Paid Vacation –

- From the first year through the fourth year of employment with the Brunswick School Department the employee will earn 1 day per month.
- Beginning with the fifth year through completion of the thirteenth year the employee will earn 1-½ days per month.
- Beginning with the fourteenth year and thereafter the employee will earn 2 days per month.

A. Entitlement – Vacation entitlement shall be as of July 1 every year.

B. All vacation must be used within the plan year July 1 – June 30 for which it is granted except as follows:

Unused vacation from the previous year ending June 30 may be taken between July 1 and the start of the new school year in September. A maximum of ten (10) days from the previous year which have not been taken by September 1 may be added to the employee's vacation during the next plan year if approved by the Superintendent of Schools.

C. No vacation may be taken during the first six months of employment.

D. Employees, other than probationary employees, may be allowed vacation time up to the amount of their entitlement for the year with the understanding that, should their employment terminate during the year, their pay will be adjusted to reflect that vacation which is earned through the date of termination. Partial days shall be rounded off to the nearest 1/2 day when termination pay is calculated.

IV. Sick Leave (personal illness)

A. Entitlement - Seventeen (17) days per year cumulative to 130 days for 52-week employees. Sick leave shall not be paid when income benefits are paid under any other provisions of this plan. Sick leave may be used for immediate family member illness each year. (Immediate family is defined as spouse, child, stepchild, parents, brothers, sisters, parent-in-law, son/daughter-in-law, grandparents, and grandchildren, or other persons at the discretion of the Superintendent in individual cases.)

B. Donation of Sick Days - Employees may annually donate a maximum of two days of their unused sick time to another employee covered by this compensation plan who has a catastrophic illness or an immediate family member with a catastrophic illness and is out of sick time. The superintendent shall determine when this donation option may be invoked. This sick leave donation is only applicable when the need is imminent and any days donated may not be rolled over into a future year.

V. General Leave

Up to three (3) days of absence per year with pay for personal matters which cannot be conducted outside of work hours (such as sickness in the family, legal matters, or a birth or marriage in the immediate family) may be taken, Application to the Superintendent through the Director of Technology for such leave shall be made in writing at least one week in advance. The applicant shall state the reasons for requesting such leave. In case of emergency, when one week's notification may be waived, the Director may tentatively approve a request for general leave.

VI. Bereavement Leave

Up to five (5) days with pay may be taken for each death in the immediate family. It is understood that the purpose of bereavement leave is to allow personal participation in services held for the decedent or to manage details relating to the service or burial. Immediate family shall be defined as: spouse, child, stepchild, parents, brothers, sisters, parent-in-law, and grandparents, or other persons at the discretion of the Superintendent in individual cases.

VII. Leave of Absence

After three years of employment a leave of absence without pay or benefits may be requested for up to one year and may be granted at the discretion of the Superintendent. The leave must be requested of the Superintendent of Schools at least one month in advance, except in emergencies, in which case the Superintendent may waive this requirement. Insurance benefits may be continued if the employee wishes to assume the full financial responsibility for them and also if the insurance carrier will allow it.

VIII. Professional Leave and Continuing Education

- A. Requests for professional leave for the purpose of attending continuing education programs may be granted at the discretion of the Superintendent. Reimbursement for fees and travel expenses associated with such leave may be requested and granted at the Superintendent's discretion.
- B. All leave taken under this section must be related to the person's current employment assignment within the Brunswick School Department as determined by the Superintendent of Schools.
- C. All leave eligible for reimbursement under this article shall require the advanced written approval of the Superintendent of Schools utilizing such forms as may be developed for that purpose.
- D. Up to two (2) College courses may be reimbursed at actual cost of the tuition or registration during the plan period if approved by the Superintendent.

IX. Jury Duty

In the event an employee is called for jury duty, the Board agrees to make up the difference between jury pay and the employee's pay for the work days on which

such duty is performed. The employee shall present an official copy of jury pay received.

X. Health/Dental/Long-Term Disability Insurance

See Appendix B.

XI. Worker's Compensation

All employees of the School Department are covered under Workers' Compensation Insurance.

XII. Payroll Deduction at Employee's Cost

The employee may elect to participate in additional benefit plans offered by the Brunswick School Department as they are made available to all employees with applicable fees deducted from their salary across the plan period.

XIII. Overtime

Overtime shall be paid in accordance with the federal Fair Labor Standards Act. Salaried employees are exempt from overtime. Significant effort over and above the normal call of duty may be compensated for in additional time off at the discretion of the Technology Director.

XIV. Paid Holidays

Labor Day, Indigenous Peoples Day, Veterans Day, Thanksgiving Day and day after, Christmas Day and the day before or after, as determined by the Superintendent of Schools, New Year's Day, Martin Luther King Day, Presidents' Day, Patriot's Day, Memorial Day, and Independence Day. In no case will an employee be eligible for a paid holiday that does not occur during a person's paid week of employment.

XV. Retirement

A. Employees are eligible to participate in the district's 403B program and/or the Maine Public Employee Retirement System Participating Local District (PLD) plan so long as such plans are offered by the school department. For employees who do not participate in the PLD program, the Brunswick School Department will match employee contributions to a 403B plan, dollar for dollar, up to 6% of an employee's salary. For employees who participate in the PLD program, employee contributions to a 403B plan will not be matched. Employee contributions to a 403B plan shall be made by payroll deduction.

B. Upon retirement with at least 15 years consecutive service in the Brunswick school system, the employee shall be paid for one-quarter of their accumulated sick leave not to exceed thirty (30) days at the employee's per diem based on hourly rate. The employee shall notify the Superintendent by January 1st of the calendar year in which he/she plans to retire in order for the stipend to be added to the final salary check. If the employee does not notify the superintendent on or before January 1, payment may be delayed until the subsequent fiscal year. If you retire

through the Maine State Retirement System, the stipend will not be paid to you if you retire before normal retirement age unless and until the Board has received a determination from the Early Retirement Incentive Review Panel of the Maine State Retirement System that payment of the stipend will not constitute an early retirement incentive. "Normal retirement age" and "early retirement incentive" shall mean the same as in the retirement system statutes, regulations and guidelines. If the employee is not a member of the Maine State Retirement System, eligibility for the retirement stipend is still predicated on meeting age and years of service requirements as if a MSRS member.

XVI. Advancement Credit

- A. Education. An employee who seeks and achieves a formal degree from a certified college or university may negotiate with the Superintendent for a level or step pay increase after six months of observation by the Director of Technology which specifically evaluates the effectiveness of the degree.
- B. Certification. An employee who seeks and achieves an industry-recognized certification(s) aligned with their primary or additional duties may negotiate with the Superintendent for a level or step pay increase after six months of observation by the Director of Technology which specifically evaluates the effectiveness of the certification.

XVII. Mileage Reimbursement

Utilization of private vehicles for School Department business shall be reimbursed at the rate established by the Internal Revenue Service. Such use shall be pre-approved by the Director of Technology.

Appendix A: Compensation

Technology Support Specialist	
Years of Experience (Credited)	2019-2020
1 - 5 years	\$49,320
6 - 10 years	\$50,348
11 - 15 years	\$51,889
16+ years	\$54,458

Database Management Specialist	
Years of Experience (Credited)	2019-2020
1 - 5 years	\$51,375
6 - 10 years	\$52,916
11 - 15 years	\$55,485
16+ years	\$58,054

Systems Administrator Network Administrator	
Years of Experience (Credited)	2019-2020
1 - 5 years	\$60,828
6 - 10 years	\$62,369
11 - 15 years	\$64,938
16+ years	\$67,507

2019-2020 and subsequent years will be increased by the annual cost of living increase provided to all non-unionized Brunswick Schools employees.

Appendix B: Insurance

The Board agrees to make available a group medical insurance plan which consists of the MEA Health Insurance Trust Standard Plan, MEA Choice Plus or comparable insurance coverage with another company. The Board's premium contributions will be made only on behalf of employees, persons legally married to those employees, domestic partners as defined by Maine registry, and their dependent children. On behalf of each employee eligible for and electing to take such coverage, the Board will contribute at the appropriate level (single subscriber, single subscriber with children, and two-person or full family) in:

85% of the subscriber rate established as of July 1, 2019.

An employee married to another Brunswick School Department employee working the same length of work year will receive only the lowest cost health insurance plan for which he or she is eligible. By way of illustration, in the case of two employees without children married to each other, if the cost of two single plans is less than one two-person plan, each employee will receive a single plan.

The Board also agrees to pay the yearly premium on a life insurance policy of 3 times the employee's current salary.

The Board also agrees to make available dental insurance. The Board will pay 100% of single person coverage.

NOTE: To be eligible for health and dental insurance benefits, employees must work 20 hours or more per week. Benefits are based on a prorated amount tied to time worked compared to 40 hours per week (40 hours per week considered full time). The insurance rates are established in June and the new rates are effective in July of each year. The Board will also include this group in the School Department's long-term disability insurance plan.

Appendix C: Transition for Current Tech Staff

Staff Member	Position	Years Experience to be Credited (requested as completed 6/30/2018)
Congdon, Bill	Technology Support Specialist	14
Cross, Jerry	Technology Support Specialist	14
Engstrom, Matt	Systems Administrator	12
Hedger, Mike	Network Administrator	13
Nelson, Mike	Database Management Specialist	13
Rineer, Mark	Technology Support Specialist	13
Wescott, Jai	Technology Support Specialist	6

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Technology Support Specialists:

For 2018-2019 school year Technology Support Specialist staff (B.C., J.C., & M.R.) will start at the third tier (11 - 15 years) on the respective table in Appendix A, earning \$50,500 for the year. J.W. will start at the second tier (6 - 10 years from the same table) and will earn \$49,000 for the year. B.C and J.C. will begin their 16th year and advance to the fourth tier starting July 1, 2019. M.R. will begin his 16th year and advance to the fourth tier starting July 1, 2020. (J.W. will begin his 11th year and advance to the third tier starting July 1, 2023.)

Database Management Specialist:

For 2018-2019 school year M.N. will start at the third tier (11 - 15 years) on the respective table in Appendix A, earning \$54,000 the year. M.N will begin his 16th year and advance to the fourth tier starting July 1, 2020.

Systems Administrator/Network Administrator:

For 2018-2019 school year M.E. and M.H. will start at the third tier (11 to 15 years) on the

¹ Table of years of experience

respective table in Appendix A, earning \$63,200 for the year. M.H. will begin his 16th year and advance to the fourth tier starting July 1, 2020. M.E. will begin his 16th year and advance to the fourth tier starting July 1, 2021.

Note: This Appendix should not be removed from the document until after July 1, 2021